



Parks, Recreation and Marine Recreation Leader Specialist VII

Part-Time Employment Opportunity

Apply by:
February 5, 2016

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 14 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks and schools. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking qualified candidates interested in applying for an **After School Program Coordinator position at Ramona Park**. The duties and responsibilities for this position include:

- Under direction, supervise subordinate staff, volunteers, and program participants;
- Coordinate and supervise all program activities, including workshops, field trips, special events, tournaments, classes, and fitness programs;
- Plan, conduct, market, and implement all activities and programs;
- Prepare documents and written reports for the park supervisor;
- Prepare and develop monthly program calendars;
- Maintain all program resources, including equipment and supplies;
- Perform other related duties as assigned.



Qualifications This position is open only to current City of Long Beach employees and requires the following minimum qualifications:

- Three years of experience working in recreation or a related field, with one additional year of experience acting as lead staff in a recreation or related program;
- Must be at least 18 years of age, and possess a valid California Driver's License;
- Excellent written and oral communication skills;
- Excellent organizational and program management skills;
- Computer experience: Knowledge of Microsoft Word is required; knowledge of Excel and Publisher is highly desirable;
- Willingness to work a flexible schedule, including evenings, if necessary;
- Current CPR and First Aid certification is desirable;
- Experience working with children and adults with a wide range of ethnic, cultural, and socio-economic backgrounds is desirable.

Hourly Rate and Schedule This non-career position is offered at the Recreation Leader Specialist VII level at an hourly rate of \$16.756. The position is temporary and scheduled hours may vary by week on an as-needed basis. From June through August, the successful candidate may work up to 40 hours per week.

How to Apply All candidates should submit a letter of interest and resume. Candidates not currently working for PR&M must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 6:00 p.m., Friday, February 5, 2016**, to:

Nicole Steed

Acting Community Services Supervisor

Ramona Park

3301 E. 65th Street

Long Beach, CA 90805

Or e-mail: nicole.steed@longbeach.gov

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"